CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level

STUDENT ACTIVITY BOOK

Student full name	
Date:	

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level

This unit specifies the skills and knowledge required to safely perform basic scaffolding work.

Scaffolding work involves erecting, altering or dismantling a temporary structure to support a platform from which a person or object could fall more than four metres.

This unit applies to scaffolding work involving:

- modular or pre-fabricated scaffolds
- cantilevered materials hoists with a maximum working load of 500 kg
- ropes
- gin wheels
- safety nets and static lines
- bracket scaffolds (tank and formwork).

Scaffolding work is undertaken in construction and other industries where temporary structures are erected, altered and dismantled.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying carry out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Competence in this unit does not in itself result in a licence. A licence is obtained after competence is assessed under applicable Commonwealth, state or territory work health and safety (WHS) regulations.

STUDENT ACTIVITY BOOK

STUDENT RECORD OF TRAINING - Student Details

Student full name			
Trainer/Assessor			
Trainer/Assessor name		Date	
Trainer/Assessor comments			

STUDENT INSTRUCTIONS

1. The activity book is used as learning resource only and is not for assessment, it may be used in conjunction with the student guide and or PowerPoint
2. All questions should be attempted
3. Discussion with other students is permitted during activity book
4. Assistance from the Trainer/Assessor may be requested to clarify a question
5. More than one multiple choice answer may be correct
6. Return or hand the activity book to the Trainer/Assessor or the RTO once completed
7. You may choose to mark your own activity book during your RTO attendance if desired

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Short Questions	S	NS	Short Questions	S	NS
1. What documentation needs to be considered before erecting refabricated scaffolding? ***Provide two examples*** …… ……	☐	☐	**2. Who would you consult with to clarify information on structural charts or plans?** a. Work health and safety officer b. Engineer or suitably qualified person c. Union representative d. None of the above	☐	☐
3. Who can authorise changes to the installation design on a scaffold plan? a. Work health and safety officer b. A suitably qualified person c. Union representative d. All the above	☐	☐	**4. What persons could you consult with when planning for scaffold tasks?** a. Other scaffolders b. Doggers and riggers c. Designers and engineer's d. Supervisors e. All the above	☐	☐
5. What else should be planned for other than hazards prior to starting work? ***Provide six (6) examples*** …… …… …… …… …… …… ……	☐	☐	**6. What are four (4) ways to obtain workplace safety information?** …… …… …… ……	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
7. If a high-risk worker is not working safely under a high-risk work licence, what can the work health and safety regulator do? ***List three examples*** …… …… ……	☐	☐	**8. What must an employer provide, before you can perform new or unknown scaffolding activities?** ***List four examples*** …… …… …… ……	☐	☐
9. What obligations do employers have to ensure the health and safety of all workers? ***Provide four (4) examples*** …… …… …… ……	☐	☐	**10. List three (3) ways you can ensure you meet the duty of care requirements.** …… …… …… …… …… ……	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
11. What types of scaffolding tasks can a basic scaffolder conduct on a worksite? ***Provide five (5) examples*** …… …… …… …… ……	☐	☐	**12. When erecting scaffold, what platform height will require a High-Risk Work Licence?** …… ……	☐	☐
13. When can a basic scaffolder use tube and coupler scaffold components? ***Provide four (4) examples*** …… …… …… ……	☐	☐	**14. What is the purpose of completing a Safe Work Method Statement (SWMS)?** a. Used to identify hazards b. Used to assess risk and document controls c. Used to manage hazards involved in tasks you intend to undertake d. Used to comply with safe work requirements e. All the above	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
15. What actions should be taken in the event that something unsafe occurs while working? …… …… …… ……	☐	☐	**16. What types of information will supply details on the inspection, use and care of equipment?** a. Australian standards b. Service and maintenance checklist and records c. Site general arrangement plan d. Manufacturer specifications e. None of the above	☐	☐

17. Briefly explain the meaning of the following terms ☐ ☐

A Hazard ……
A Risk ……

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Short Questions	S	NS	Short Questions	S	NS
18. What type of workplace hazards/risks need to be considered prior to undertaking scaffolding activities? ***Provide a <u>total of six</u> (6) <u>examples</u> relevant to scaffolding activities***				☐	☐

Structure or environment	***Movement***
…… ……	…… ……

Underground and overhead	***Equipment***
…… ……	…… ……

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Short Questions	S	NS	Short Questions	S	NS
19. Complete the following questions **Who would you consult with about workplace hazards prior to working?** ***Provide four examples*** …… …… …… …… **What is the purpose of consulting these persons about workplace hazards?** ……				☐	☐
20. What type of risk controls could be used to protect and or manage the movement of personnel, pedestrians, vehicles or mobile plant? ***Provide three (3) examples*** …… …… ……	☐	☐	**21. What needs to be in place before conducting scaffolding activities in a low light environment?** a. Exclusion zones b. Communication c. Adequate lighting d. None of the above	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
22. Complete the following questions				☐	☐

What is the risk when a crane is operating near a scaffold?

Provide two (2) examples of risks

……

……

What risk control measures can be put in place to control the risk?

Provide three (3) examples of controls

……

……

……

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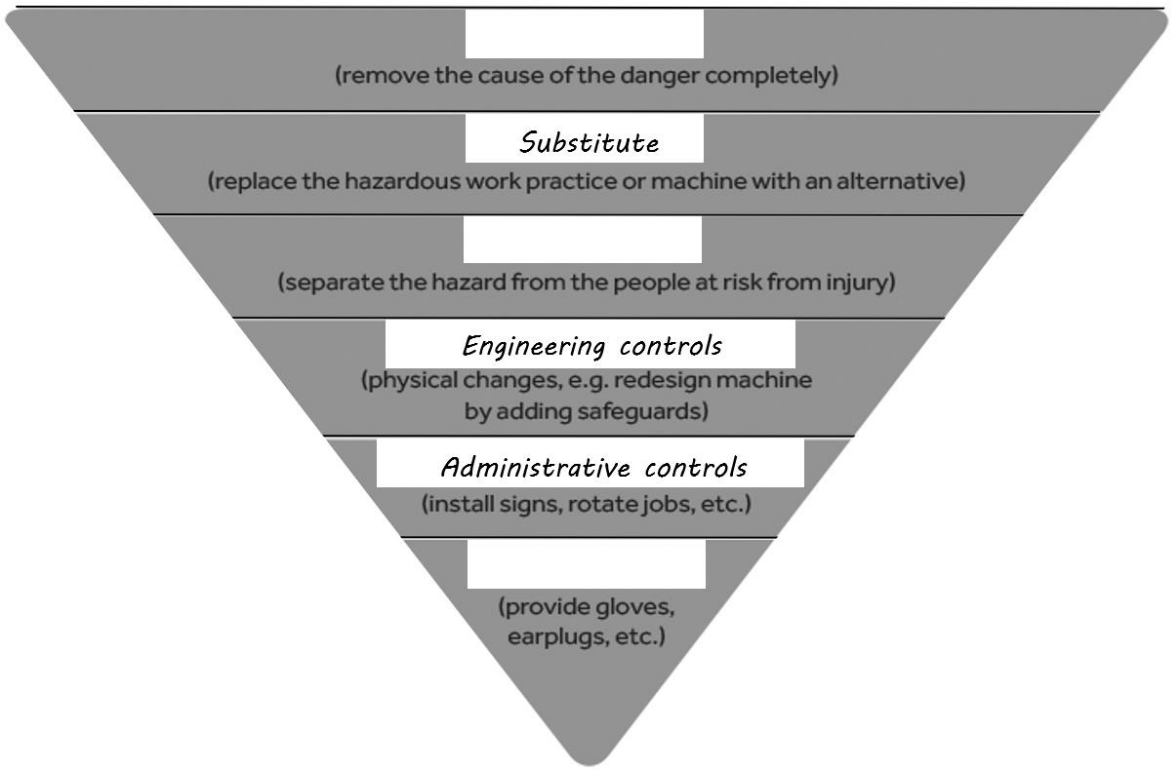
Short Questions	S	NS	Short Questions	S	NS
23. What are the missing controls from the hierarchy? a. Isolate, Hesitate, Personal protective equipment b. Eliminate, Isolate, Personal protective equipment c. Hesitate, Eliminate, Personal protective equipment d. None of the above  				☐	☐
24. List three (3) visual signs to identify the location of power lines on your worksite. …… …… ……	☐	☐	**25. How can you establish the voltage of overhead power lines?** …… …… ……	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
26. If necessary, how can you work closer than the prescribed safe operating distance for power lines? ***Provide three (3) examples*** …… …… …… …… …… ……	☐	☐			

27. What minimum safe distances must you maintain when working near electric lines <u>in your state</u>? ☐ ☐

QLD	
Up to 132,000v	
132,000v to 220,000v	
220,000v to 275,000v	
Above 275,000v	

28. What are two risk controls that can be used to prevent access to an incomplete scaffold that will be left unattended? …… …… ……	☐	☐	**29. What type of risk controls should be used where it is not feasible to eliminate the risk of falls?** a. Fall arrest system b. Install temporary platforms c. Edge protection d. Exclusion zones e. All the above	☐	☐

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Short Questions	S	NS	Short Questions	S	NS
30. What emergency plan or procedures must be in place regarding fall prevention and fall arrest equipment use? a. Environmental management plan b. Rescue procedures for fall-arrest systems c. Emergency plans that identify the location and method of access for the rescuer d. None of the above	☐	☐	**31. How can you minimise the risk caused by tools and equipment falling from height?** a. Fall arrest platforms b. Overhead protective structures c. Perimeter containment screens d. Exclusion zones e. Scaffold belt and tool lanyards f. All the above	☐	☐
32. How can you reduce manual handling and safely move tools or materials into a work area? a. Incorporate rest breaks into the task b. Hoist materials and equipment up separately c. Install catch platforms/safety nets before moving tools, equipment into a work area d. Use mechanical aids e.g., electric winch or gin wheels e. Delegate the task to a basic scaffolder or labourer	☐	☐			

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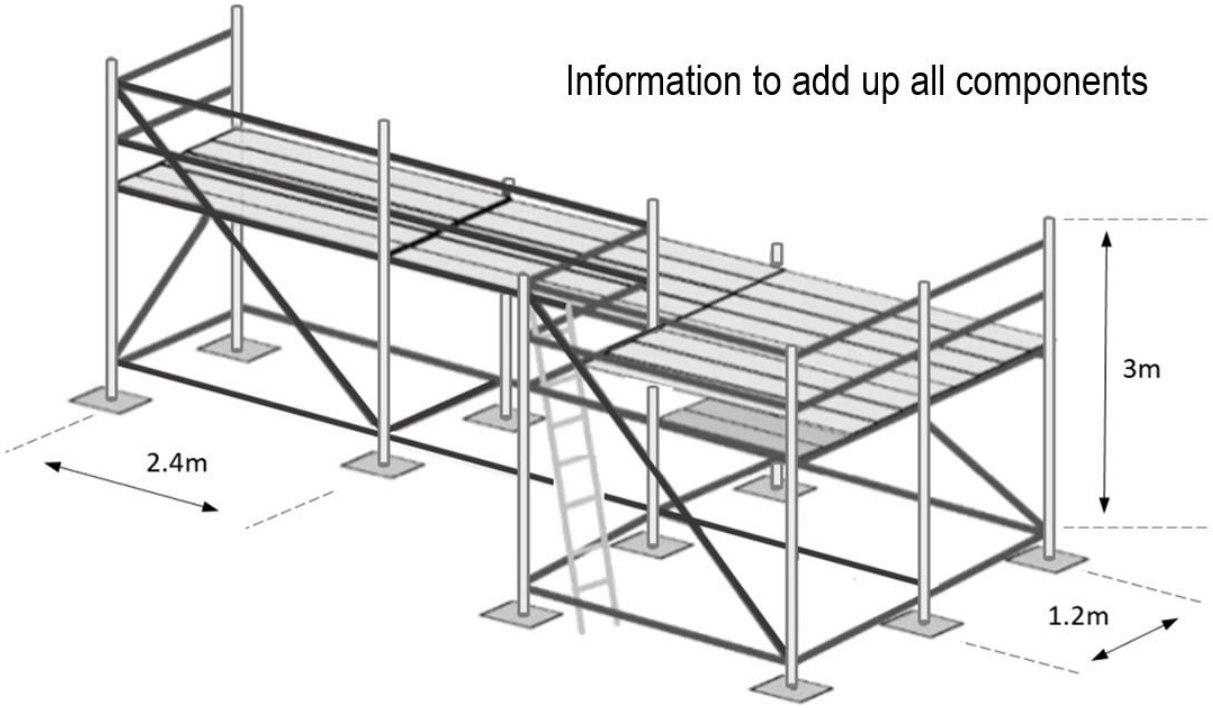
Short Questions	S	NS	Short Questions	S	NS

33. Calculate the total weight of the scaffold by determining scaffold quantities using the table provided



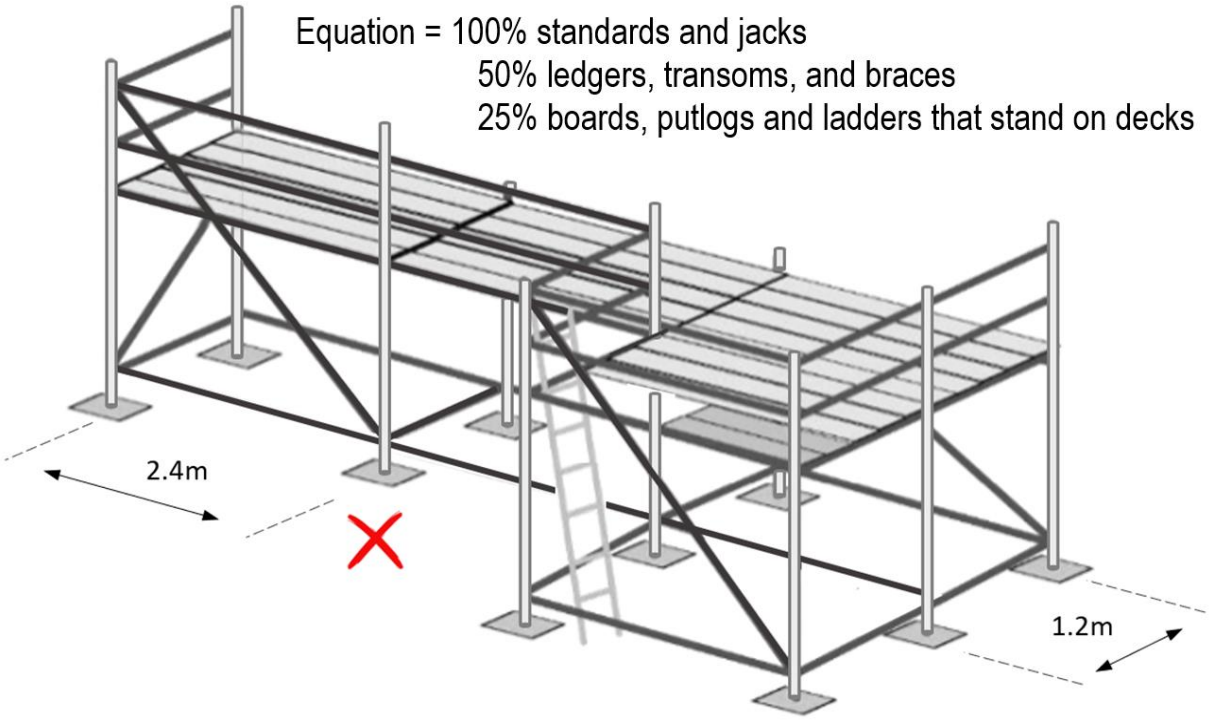
Component	Length m	Weight (kg)	**Quantity required**	Total weight (kg)
Standard	2.0	11		
Standard	3.0	17		
Transom	1.2	7		
Ledger/Guardrail	2.4	9		
Brace (1.2m bay)	2.0	9		
Brace (2.4m bay)	3.6	16		
Captive plank 225mm	1.2	9		
Captive plank 225mm	2.4	19		
Ladder Access Putlog	1.2	7		
Adjustable base plate	0.75	6		
Ladder	0.4	19		
			Total weight	

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS

34. Identify the required scaffold components to calculate the dead load on the base plate marked X

Calculate the dead load on the adjustable base plate marked X



Component	Length m	Weight (kg)	Quantity required	Total weight (kg)	
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Brace (2.4m bay)	3.6	16			
Captive plank 225mm	1.2	9			
Captive plank 225mm	2.4	19			
Ladder Access Putlog	1.2	7			
Adjustable base plate	0.75	6			
Ladder	0.4	19			
				Total weight	

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
35. Complete the following questions				☐	☐

Calculate the live load in kg that can be carried by base plate X from the previous question for heavy duty work
Calculate the live load in kg that can be carried by base plate X from the previous question for light duty work

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS

36. Calculate the length of the soleplate required using the information given below

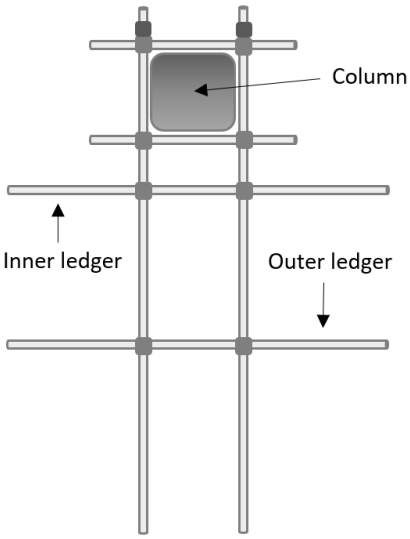
Using the answer from question 35 calculate live load for Heavy Duty.

Brackets must be completed first before dividing soil bearing capacity and soleplate width.

- Dead load = 121.5 kg
- Live load = 337.5 kg
- Soil bearing capacity 2.6 t
- Sole plate width 400mm wide

37. Identify the quantity of scaffold components required to complete the box tie pictured below

Scaffold components	
Tie tubes	
Right angle couplers	
Check coupler	



38. What types of hand tools would a basic scaffolder use?

Provide three (3) examples

……

……

……

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Short Questions	S	NS	Short Questions	S	NS
39. Provide a brief description of the following terms				☐	☐

Live load	
Dead load	
Static load	
Dynamic load	
Wind load	
Environmental load	

40. Consider the load capacity and minimum dimensions of the following work platforms and select the correct duty	☐	☐

Up to 450 kg per platform per bay including a concentrated load of 150 kg. Platforms should be at least four traditional scaffold planks wide—approximately 900 mm	Medium duty ☐ Heavy duty ☐
Up to 225 kg per platform per bay including a concentrated load of 120 kg. Platforms should be at least two traditional scaffold planks wide—approximately 450 mm	Light duty ☐ Medium duty ☐ Special duty ☐
Up to 675 kg per platform per bay including a concentrated load of 200 kg. Platforms should be at least 1000 mm wide	Heavy duty ☐ Special duty ☐
Has a designated allowable load as designed	Heavy duty ☐ Special duty ☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
41. When would you decide the best communication methods for the task and who would you establish this with? a. Ensure appropriate methods are selected b. At the pre-start meeting or planning stage c. Ensure all personnel understand the communications to be used d. Relevant personnel e. All of the above	☐	☐	**42. What methods can you use to communicate with other personnel on-site?** ***Provide four (4) examples*** …… …… …… ……	☐	☐
43. What type of safety procedures would you consider when planning to erect scaffold near operational plant e.g., near overhead gantry crane or wind turbine? ***Provide four (4) examples*** …… …… …… ……	☐	☐	**44. What type of safety equipment would a basic scaffolder use?** ***Provide four (4) examples* to prevent falls and *<u>other than basic PPE</u>*** …… …… …… ……	☐	☐
45. When would you inspect your safety equipment? …… ……	☐	☐	**46. When would you select a fall arrest system (energy absorber or inertia reel) as a suitable control method?** a. When working at height b. When other risk controls are not feasible c. When available d. None of the above	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
47. What will cause a lanyard or safety harness to become unsafe for use? a. Frayed or Split b. Chemical damage c. UV or Heat damage d. Out of date e. All the above	☐	☐	**48. What defects would indicate that a safety net is unsafe to install?** a. UV damage b. Stretched c. Frayed fibres or Splits d. No tag e. All the above	☐	☐
49. Under what conditions would a safety net be installed? a. During construction to prevent unchecked falls b. Demolition works c. Under roof sheeting d. Circus activities e. All the above	☐	☐	**50. What must be installed where a risk of fall exists regardless of scaffold height?** ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS

51. You are required to inspect a scaffolding task in a work area with the following sign, what personal protective equipment should be selected for use?

PPE equipment selected for use	
Hard hat	
Safety boots	
Gloves	
Covid mask	
High-visibility clothing	
Hearing protection	
A hat, sight, or sun protection	
Dust mask	

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
52. When do you inspect safety equipment including personal protective equipment? …… ……	☐	☐	**53. Why is it necessary to inspect all scaffold components before use?** …… ……	☐	☐
54. What is required if unsafe or damaged equipment is identified? …… ……	☐	☐	**55. What defects will indicate that a scaffold access ladder is unsafe for use?** ***Provide four (4) examples*** …… …… …… …… ……	☐	☐
56. What defects will indicate that a metal scaffold plank is unsafe for use? ***Provide three (3) examples*** …… …… …… ……	☐	☐	**57. What defects will indicate that a timber scaffold plank is unsafe for use?** ***Provide four (4) examples*** …… …… …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
58. What defects will indicate that a scaffold tube is unsafe for use? ***Provide four (4) examples*** …… …… …… ……	☐	☐	**59. What checks should be made when selecting two-way radio communication equipment?** a. Free of visual defects b. Battery sufficiently charged c. Channel setting d. Volume setting e. All the above	☐	☐
60. How can you ensure the task plan, risk controls and impact on other workplace activities are communicated to relevant personnel? a. Involve them in the task planning b. Involve them in the risk assessment process c. Establish and maintain communication throughout the entire work task d. All the above	☐	☐	**61. When would you check that risk controls for identified hazards are in place?** …… ……	☐	☐
62. What type of turnbuckle would you use to attach a FSWR to an eyebolt? a. Closed body b. Collared c. Open-framed d. None of the above	☐	☐	**63. When can a ratchet and pawl be used to tension a FSWR static line?** a. When a static line sags more than 50mm/1m b. When fitting or adjusting a static line c. When permitted by manufacturer or engineer d. None of the above	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
64. What type of eyebolt must be used to anchor FSWR static line? a. Open eye bolt b. Collared c. Un-collared d. None of the above	☐	☐			

65. Consider the following ground conditions and <u>select the four (4) most suitable</u> to bear pressure ☐ ☐

Ground conditions	
Soft / water impacted soil	
Rough uneven ground	
Shale rock	
Sandstone	
Compacted gravel with up to 20% sand	
Backfilled ground	
Hard rock	
Bitumen	
Hard compacted clay	

66. Who would you contact in order to establish the stability and suitability of the supporting surface? …… ……	☐	☐	**67. What is the reason you need to know the surface condition before starting work?** …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
68. How can you reduce base plate point loading? a. Clean and inspect the baseplate b. Use distorted baseplates to provide additional friction c. Use soleboards under base plates and or screw jacks d. None of the above	☐	☐	**69. What is the maximum allowable load for an aluminium adjustable base plate?** ……	☐	☐
70. What is the maximum allowable load for a steel base plate? ……	☐	☐	**71. What is the maximum allowable extension on an adjustable base plate when levelling scaffold?** ……	☐	☐
72. What distance above the maximum nut extension does the shank of an adjustable base plate need to extend? ……	☐	☐	**73. What is the minimum permitted size and thickness of a square base plate?** …… ……	☐	☐
74. Why would you avoid using scaffolding components from two different systems? ……	☐	☐	**75. What needs to be considered when loading scaffolding components for installation?** a. The amount of time that the scaffold components will be placed on the loading surface b. The capacity of the loading surface to bear the weight of all components c. The capacity of the loading surface to carry the weight of all materials and workers d. None of the above	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
76. What types of equipment processes can be used to maintain the stability of structures? a. Ties b. Bracing c. Propping d. All the above	☐	☐	**77. What is the function of a scaffold tie?** …… ……	☐	☐
78. If not specified, what is the correct spacing of ties for an unscreened or un-sheeted scaffold …… ……	☐	☐	**79. What type of tie configurations can be used to stabilise a scaffold** ***Provide four (4) examples*** …… …… …… ……	☐	☐
80. What is the function of a scaffold brace? …… ……	☐	☐	**81. What methods could be used to stabilise a mobile scaffold?** ***Provide three (3) examples*** …… …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
82. How do you prevent movement of a mobile scaffold on castor wheels? ……	☐	☐	**83. What is the function of plan bracing on a mobile scaffold?** …… ……	☐	☐
84. What control measures can be used to minimise the risks involved with mobile scaffolds? ***Provide four (4) examples*** …… …… …… …… ……	☐	☐	**85. What hazards may result from using containment sheeting or screening?** ***Provide three (3) examples*** …… …… …… ……	☐	☐
86. What are the risks of using scaffold planks that exceed recommended span lengths? ***Provide three (3) examples*** …… …… …… ……	☐	☐	**87. How can you establish the unsupported maximum span length of a timber scaffold plank?** ***Provide two (2) examples*** …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
88. What is the maximum allowable gap between planks of a working platform? ……	☐	☐	**89. What is the minimum width and thickness of a laminated softwood plank?** …… ……	☐	☐
90. Can you use planks of different thickness to deck out a working platform? ***Briefly explain your answer*** …… ……	☐	☐	**91. When would containment sheeting/screens be used?** ***Provide three (3) examples*** …… …… …… ……	☐	☐
92. What person could approve the design of a sheeted/screened scaffold? ……	☐	☐	**93. What distance above the working platform must the toe board extend?** ……	☐	☐
94. What is the minimum height that you can install a top guard rail? ……	☐	☐	**95. What materials can be used for a guard rail?** ***Provide two (2) examples*** …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
96. What is the maximum gap you can leave between the unprotected platform edge and the working face? ……	☐	☐	**97. What is the maximum load that a right-angle coupler can withstand before a risk of slipping on the tube occurs?** ……	☐	☐
98. What is the minimum allowable bay width for a medium duty working platform? ……	☐	☐	**99. What is the minimum allowable bay width for a heavy-duty platform?** ……	☐	☐
100. Under what conditions would planks be lapped on scaffold? ***Provide two examples*** …… ……	☐	☐	**101. Where should the base lift be fixed on a modular scaffold?** …… ……	☐	☐
102. What is the minimum width of clear access you would maintain on a working platform? ……	☐	☐	**103. If space is not an issue, would you fix a ladder internally or externally on a modular scaffold?** ……	☐	☐
104. How can you prevent persons from falling into a ladder opening on the scaffold platform? ***Provide three (3) examples*** …… …… ……	☐	☐	**105. What grade of ladder is required to access a scaffold platform?** …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
106. What number of lifts can a portable ladder provide access to? ……	☐	☐	**107. What is the minimum height that an access ladder can protrude above a landing?** ……	☐	☐
108. How high can the tower of a cantilevered materials hoist extend above the last tie? …… ……	☐	☐	**109. What clearance distance is considered acceptable between a cantilevered hoist moving platform and any landing floor?** …… …… ……	☐	☐
110. What is the function of a landing gate on a cantilevered materials hoist? …… ……	☐	☐	**111. What is the minimum height for a landing gate of a cantilevered materials hoist?** ……	☐	☐
112. How would you obtain information regarding the maximum distances between lateral braces for a cantilevered materials hoist? ……	☐	☐	**113. What type of temporary rope connections could be used when scaffolding?** a. Rolling hitch b. Half hitch c. Figure 8 d. Single bowline e. All the above	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
114. What is the maximum load that you can lift with a gin wheel? ……	☐	☐	**115. When a gin wheel is fixed to a cantilevered scaffold tube, what length can it protrude past the standard before bracing back to the scaffold is needed?** ……	☐	☐
116. Why would a gin wheel need to have rope guides? …… ……	☐	☐	**117. How would you establish what tool or device can be used to tension a static line?** ……	☐	☐
118. What must be done with the tensioning device after tensioning the static line? *For the purpose of the question assume you are not using a turn buckle or ratchet and pawl system.* …… ……	☐	☐	**119. What is an allowable way to secure the unterminated ends of static line wire rope?** ***Provide three (3) examples*** …… …… ……	☐	☐
120. What type of tools or device can be used to tension a static line? ***Provide three (3) examples*** …… …… ……	☐	☐	**121. How can you obtain information on the minimum forces that static line anchor points must withstand?** …… ……	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
122. What types of anchor devices can be used for fall arrest equipment? ***Provide two examples*** …… ……	☐	☐	**123. What type of treatment could cause a safety net to become unsafe for use?** ***Provide five (5) examples*** …… ……	☐	☐
124. What information would you refer to when installing a catch net? …… ……	☐	☐	**125. How can you establish structural integrity before installing a bracket scaffold on a tank?** …… ……	☐	☐
126. What must be done to prevent persons falling from a work platform into a ladder or stair access? a. Ladder hatch b. Ladder or stair bays c. Gate or tortured path to prevent unintentional access to stairway d. Slip resistant treads e. None of the above	☐	☐	**127. Why should additional or unwanted materials be removed from the work area as soon as possible?** a. Hazard prevention b. Comply with environmental management plan c. Safety d. None of the above	☐	☐

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level – ACTIVITY BOOK

Short Questions	S	NS	Short Questions	S	NS
128. When is a scaffold required to be inspected? a. Before use b. Before using the scaffold after an incident or repair c. At least every 30 days d. All the above	☐	☐	**129. What document is required before a scaffold can be utilised in the workplace?** a. Green slip b. Safe work method statement c. Handover certificate d. None of the above	☐	☐
130. What should be done with damaged scaffolding equipment that is identified during the dismantling process? a. Isolate b. Tag out c. Report defective items d. All the above	☐	☐	**131. How would you correctly store scaffold and associated equipment?** a. According to the site plan b. According to manufacturer instructions c. According to workplace procedures d. All the above	☐	☐
132. What should you do with risk control measures such as barriers, signs or safety nets when they are no longer needed? a. Remove them from the work area, inspect for defects and store them correctly b. Leave in place c. None of the above	☐	☐			